

MINUTES OF THE VENUES, EVENTS AND MARKETING
COMMITTEE HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON WEDNESDAY 14th MARCH 2018 STARTING AT 1:00 p.m.

Present:

The Mayor of Thetford, Councillor D M Crawford

Councillors:

S J Armes

B J Canham

J Hollis (Vice Chairman)

M Robinson

S N H Wright (Chairman)

C R P Burnett

C Harvey

F. Robinson

M Taylor

Councillor T J Jermy – Non-voting Councillor

Officers in attendance:

David Brooks

VEM Officer

Chris Crimmen

Committee Secretary

MINUTES

842/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.

843/17 APOLOGIES FOR ABSENCE
Apologies were received from Councillor R F W Brame.

844/17 MINUTES
RESOLVED: The minutes of the Committee meeting held on 14th February 2018, received by Full Council on 27th February 2018 as a true record and signed/initialled by the Committee Chairman.

845/17 ACTION POINTS
The Chairman reviewed the action points. The VEM Officer had advertised on the Council website and Facebook pages that the Council market fees include waste disposal and power not normally included at other markets.

846/17 HEALTH & SAFETY
The VEM Officer reported that all the outstanding signage highlighted in the internal H&S inspections conducted by Councillor C Harvey and Deputy Venues Manager Paul Deal have been purchased and installed. There is still some outstanding works on the hot water tap in the Dad's Army basement (former kitchen).

847/17 CARNEGIE / GUILDHALL WORKS SCHEDULE
The VEM Officer reported that there are no updates on work scheduled agreed as the earliest works are set for next couple of months which will be in the new financial year. These will include replacement of stage door and the continued work to seal all drafts caused by single paned glazing and masked by exterior cladding.

848/17 WEEKLY MARKETS
The VEM Manager had tabled the new Market Tolls collection procedure (See Appendix A). There followed a discussion and Councillor B Canham proposed and Councillor C Burnett seconded:

RECOMMENDATION: That Thetford Town Council adopt the Collection of Market Tolls – Procedures To Follow (See Appendix A).

The VEM Manager reported that he had various discussions with the market traders to find out if there was anything the Council could do to improve the market; some of the suggestions discussed included the relative impact of a reduction in tolls and whether that would improve market, attendance records, introduction of a Winter toll rate and the introduction of Music to make the market a more social environment.

Most of the traders accepted that it is not just Thetford that is struggling as they confirmed that all markets they attend were struggling.

849/17

EVENTS

The VEM Manager updated the meeting on the upcoming events:

Soapbox Challenge – 22nd April

The Council have have 15 teams registered up from 11 last year including 1 from Norwich, 1 x Bury St. Edmunds, 1 x Hunstanton, 1 x Company based in London including the defending Champions – a team from Baxter Healthcare. Posters will start to go out next week and the website/facebook will be updated.

Countdown to St. George's weekend will commence Tuesday 3rd April leading up to events. The Council will highlight other activities within the town centre on that weekend such as the Mayor's fundraising St. Georges Dinner to be held at the Bell Hotel and the St. George's Beer Festival held at the Black Horse. We are trying to get the St. Peters Bells rung to mark St. George's Day on Monday but they are having issues with getting enough Bell Ringers to actually do it.

River Day – 21st July

The VEM Manager together with the Town Clerk had a meeting with Oliver Bone & Indi Sandhu the Coordinator of the Thetford & Punjab Festival a funded event to celebrate the 25th Anniversary originally planned to run from 7th-15th July 2018. However Indi was very keen to include us as a Town Council and therefore have decided to extend the Festival to the 21st July the date of the River Day and be part of those activities. What has been promised is very exciting and they will also have a Parade on that day from the Post Office end of King Street to the Riverside where they will be based and deliver a number of activities;

- Bhangra and Morris Dance Collaboration will be the highlight of two folk traditions from Norfolk and Punjab
- Ghatka -Sikh Martial Arts
- Gidda – Folk Dance of Punjab – Female version
- Bhangra Dance – Folk dance of Punjab -Male version
- Bhangra/Bollywood Fusion – Dance workshop
- Indian Brass Band
- Interactive Storytelling Sessions with Punjabi and Norfolk storytellers.
- Outdoor Theatre – Time Will Tell Theatre Company on the Duleep Singh Story
- Bhangra Dhol Drummers and Punjabi Folklore Instruments -Procession and performance
- There will also be Indian Food stalls
- Henna Tattoo
- Indian Arts & Crafts
- Indian Jewellery

They are also trying to coordinate so Silk Flags to line part of the River and also to adorn King Street for the period of the Festival.

Remembrance Weekend

The next meeting of the small steering group for this weekend meets again on Monday 19th March 2018. The knitted poppies that are wanted are for a waterfall of Poppies that will cascade from the Guildhall Clock Tower across the rook towards and finishing at the RBL. This end of the Market Place will be the backdrop for the evening events. Press releases have just gone out to request help to knit poppies, various gatherings will be called – the Knit & natter group at AHM will assist during the forthcoming months, we will hold a couple of events at the Guildhall Tea Room as will other groups and of course individuals will be encouraged to knit and donate their poppies to the cause. These will be housed at the Guildhall for storage and eventually attaching to the base netting that will form the structure. There is some work going on at the Market Place over the next couple of days and we will take advantage of the cherry picker to measure the distances required to cover with netting but it is estimated that up to 5,000 poppies may be needed. The Town Clerk confirmed yesterday that Red Lion will also pay for 109 large poppies (to remember those 109 Thetfordians that fell in WWI) on a commemorative wall in the pub.

850/17

BUDGET REVIEW

The Committee identified transfers to reserves recommended by the meeting and the following nominal codes were identified:

- Marketing and Communications Nominal Code 7074
- Markets Nominal Code 7630

After a discussion Councillor B Canham proposed and Councillor S Armes seconded:

RECOMMENDATION: That the VEM Committee request that any unused budgets from Nominal Codes 7074 (Marketing & Comm) and 7630 (Markets) be transferred into reserves at the year end.

851/17

ST. PETERS

The VEM Manager requested Councillors to discuss a proposed variation to the lease condition for sub-letting. Hope Church have requested sessions every Sunday and because of the nature of the event it would have to be exclusive use thereby no other user would be able to hold other activities within the space. There followed a discussion and Councillor F Robinson proposed and Councillor D Crawford seconded:

RECOMMENDATION: That Thetford Town Council allow the leaseholder Simple Norfolk/ Inspire Focus, as an exception to the lease and in total isolation, allow Hope Church to hire the facilities for regular Sunday morning sessions.

There followed a vote: For the motion = 2 votes. Against the motion = 5 votes. 1 Abstention. The motion was defeated and the recommendation was withdrawn.

852/17

GUILDHALL COUNCIL CHAMBER

The VEM Manager was due to give an update to allow the Committee to discuss the renaming of Council Chamber but the meeting planned with Oliver Bone Ancient House Museum Curator and Mr. Man-Yee Norfolk Museum Services Head of Conservation was cancelled at the last minute as Mr. Man-Yee was unable to attend. This matter will be discussed at the April meeting.

853/17

ITEMS OF URGENT BUSINESS

The VEM Manager reported that during the recent heavy snowfall in Thetford two of the regular hirers had to cancel their sessions on Wednesday evening and a Thursday evening session. He had been approached by both to request a waiver of their hire fees as both took the decision early enough to cancel so

the Carnegie did not need to staff or heat the room. Norfolk Police were issuing warnings if was not essential to travel then people should not. Both had asked for the hire charge to be cancelled but this had not been agreed by the Council. He requested that at the next VEM meeting we consider a clause in the cancellation policy that if a hire has to be cancelled as a result of exceptional weather conditions then the hirer would not forfeit the fee. Exceptional circumstances would be dictated to by official agencies issuing No Travel instructions to the general public as an example. It was agreed for this item to be placed on the April agenda.

854/17

COMMUNITY ENGAGEMENT

There are a number of press releases that are going out in next couple of weeks regarding the upcoming events:

- Call to action to knit poppies for Remembrance Celebrations in November
- The changes and outlining the changes to the Annual Town Meeting and Mayor Making.

Chairman.

Appendix A



COLLECTION OF MARKET TOLLS – PROCEDURES TO FOLLOW

1. A market sheet should be completed for each market on a Tuesday and Saturday.
2. Each trader that attends must be written on the market sheet individually.
3. Each trader that attends must sign that they are present.
4. All casual traders must pay the casual rate due on the day they attend.

5. Casual traders (including craft stall holders) must produce their National Market Trader's Federation (NMTF) card to ensure they have the correct insurance in place.
6. Traders who are not a member of NMTF must have personal Public Liability and Products insurance and provide a current copy.
7. All cash and cheques received should be written on the market sheet and a pre-numbered receipt must be issued.
8. All cash and cheques should be paid in at the office as soon as possible and the total should agree to the market sheet. (For Tuesday markets, this will be Tuesday and for Saturday markets, this will be Monday. Cash collected on the Saturday market should be deposited in the Carnegie Room safe until Monday).
9. The cashier will check the receipt stubs to the market sheet and sign individually for each one on the receipt stub and the market sheet.
10. The cashier must sign and date the market sheet to acknowledge receipt of tolls.
11. The cashier will issue a receipt to the market toll collector for cash and cheques deposited.
12. The cashier will write the cash sheet number onto the market sheet.
13. When the receipt book is finished it **MUST** be deposited at the office to be kept for audit purposes, before a new one is issued.
14. If a receipt is cancelled both copies **MUST** be left in the book with an explanation for cancellation written on it.